

SENATE RESERVED WORK SPACE POLICY

1. This policy applies to persons seeking work space in the areas of the Senate Chamber reserved for members of the media and Senate staff.
2. Persons desiring Senate Reserved Work Space shall submit the Registered Press Senate Reserved Work Space Application to the Secretary of the Senate.
3. Senate Reserved Work Space shall be limited to an individual who has established that he or she is a member of the media requiring on-site access in the Senate Chamber and the individual is employed by a news organization:
 - A. With the General Publication periodicals mailing privileges under U.S. Postal Service rules, and that publishes regularly; or
 - B. Whose principal business is the regular dissemination of original news to a broad segment of the public.
4. The applicant shall not be engaged in any lobbying or advocacy on behalf of any individual, political party, group, corporation, organization, or a federal, state, or local government agency, or in prosecuting any claim before the Senate or any federal, state, or local government department, and will not do so while utilizing Senate reserved work space.
5. The applicant's publication shall be both editorially independent of any institution, foundation, or interest group that lobbies state government and shall also be established principally as a general news organization.
6. Individuals utilizing Senate Reserved Work Space shall comply with the applicable Senate Rules and the Access to Senate Chamber Rules of Senate Decorum. An individual who has been granted Senate Reserved Work Space who violates these rules may have their work space revoked for the remainder of the session.
7. The Iowa Capitol Building is a public building open to members of the general public. The public may observe floor debate in the Senate from the two public galleries in the Senate Chamber. Additionally, all Senate floor debate is available for viewing via the Senate's Internet page. Finally, subcommittee and committee meetings in the Senate are open to members of the public.

DESIGNATED OVERFLOW ACCOMMODATION POLICY

1. To accommodate Applicants who did not request desk space for the session or when the designated area in the press has been fully assigned, such individuals may request a single-day media badge.
2. This accommodation is to ensure that such individuals have reserved work space access to a specific area of the Senate Chamber.¹ This area includes a table, chairs, and electrical outlets.
3. In order to access the work space, an individual shall request from the Secretary of the Senate's office a badge that provides the individual unrestricted work space access to area 319.4 (Crow's Nest) in the north gallery. The badge shall be returned by the end of the day to the Secretary of the Senate's office. The failure to return the badge may result in future access to area 319.4 being denied. An individual who requests a single-day media badge shall be provided work space access to area 319.4 by employees of the Secretary of the Senate's office.

¹ All individuals are reminded that both the north and south galleries may be utilized by any individual and that certain rooms in the Capitol may be requested for use with the prior approval of a Senator or the Secretary of the Senate.